

INFORMAL LETTER 10

You should look at the webpage on the next page and study the information carefully to write your email.

Your cousin is interested in taking up a new sport and has asked for your advice. Your cousin does not enjoy the outdoors and does not like sports but she would like to take up a sport to keep fit. You have seen the webpage on the next page.

Send an email to your cousin suggesting:

- two of the sports on the webpage you think she might enjoy
- another two sports not on the webpage that you think she might enjoy
- which sport you think she will enjoy the most and why you think so

Write your letter in clear, accurate English and in a friendly and enthusiastic tone that will show your cousin you are pleased to help her decide which sport to take up.

You should use your own words as much as possible.

Lessons at Pinnacle Sports Hub

ARCHERY

Shoot arrows at a target from various distances. Provides good upper body workout as well as coordination and balance. Improves flexibility in the hands and fingers and also works out muscles in the arms. Conducted at the field next to the sports hub every weekend. Come alone or with your friends!

FOOTBALL

Pick up skills on dribbling and shooting while working together in a team. Get to know other likeminded players who also enjoy the sport. Besides developing balance and agility, stamina is also developed.

BADMINTON

This indoor sport is more rigorous than many people think. It exercises the joints, the abdominal muscles and it also improves endurance. Quick movements on the badminton court require a similar amount of energy exerted during aerobics exercise.

ROCK CLIMBING

This sport caters to people of all ages, fitness levels and abilities. Both upper and lower body muscles are worked during a climb. Patience, planning and analysis are also skills that rock climbers develop as they find a way to reach the top of the wall.

KARATE

There are many benefits associated with martial arts. The most important is an improvement in cardiovascular health. Just thirty minutes a day will help to reduce fatigue, weakness and shortness of breath. Reflexes will also improve as it is important to react quickly to how your opponent moves.

SWIMMING

Learn basic swimming strokes that will allow you to enjoy a leisurely swim whenever you choose to. Alternatively, focus on a particular swimming stroke. Both individual and group classes are available. Flexibility, strength and blood circulation are improved. Develop endurance and tone muscles as well. If you dislike sweating, this is the ideal sport for you!

Hi Emily,

I was really glad to receive your email. It's great to hear that you want to take up a sport to keep fit. Playing a sport is an enjoyable way to keep fit. You'll not even realise that you're exercising. I love playing sports and I'd be glad to give you some advice on a suitable sport you could take up.

From the webpage, I would recommend taking up swimming. If you don't know how to swim, there are many places that offer swimming classes for teenagers. There are both individual and group classes but group classes will be much cheaper. Swimming will help to improve your **flexibility**, strength and blood circulation. It will also help you to develop **stamina** and muscles. You will develop a **well toned** body from swimming.

The other sport I would recommend is rock climbing. This sport is getting more popular today because it is an interesting sport that helps to build up not just fitness levels but also mental health such as patience and analysis. Getting to the top is not just about putting one foot ahead of another. It is also about deciding on the best way to climb to the top. Rock climbing, like swimming, allows you to work both the upper and lower parts of your body.

Another sport you might want to take up is table tennis. This is a fast paced and exciting sport that will develop your **agility** and level of alertness. You'll need an opponent to play this sport with so I'm sure you'll make many new friends during the lesson. The **drawback** is that you can't play this sport alone unlike swimming and rock climbing.

Another sport you could take up is basketball. I know what you will say when you read this. You'll surely say that basketball is only for tall people and you're much too short for the sport. Well, you're wrong. There are many skilful basketball players who are not tall. I think you might enjoy this sport because it is fast paced and exciting. You'll work in a team and get to know a group of people who are equally interested in basketball.

Of all the sports, I think you should take up swimming to keep fit. Once you find the swimming stroke that you're most comfortable with, you can enjoy a leisurely swim at the pool in your condominium or set a goal for yourself and swim as many laps as you can within a particular time. You can develop flexibility and strength and get a well toned body. We can also go swimming together sometimes. It'll be fun!

Paragraph Topic

Paragraph 1

Introduction: Purpose of the email

Paragraph 2

Take up swimming

Paragraph 3

Take up rock climbing

Paragraph 4

Take up table tennis

Paragraph 5

Take up basketball

Paragraph 6

Swimming is the sport to take up

Well, that's all for now. Do let me know what sport you decide to take up. I'll be glad to take up the sport with you if you want some company.

Paragraph 7

Conclusion: Events after the email

Love,
Amy

Comments

The sender shows clearly the type of relationship she has with the recipient by revealing information about the recipient and addressing the recipient throughout the email in a casual and friendly manner.

Vocabulary

1. **flexibility:** to bend your body easily
2. **stamina:** referring to physical or mental strength to continue doing something for long periods
3. **well toned:** referring to a body that has muscles and little fats
4. **agility:** to move quickly very easily
5. **drawback:** disadvantage

Word Use

If you are unsure of whether you are writing in an informal tone, check if you will speak that way in a conversation with your friend. Here are some examples of how a formal writing style can be modified to become an informal one.

Formal: Your attendance would be much appreciated at my celebration.

Informal: It would be awesome if you could come for my party.

- Use 'come for my party' instead of 'your attendance'.
- Use 'awesome' instead of 'much appreciated'.
- Use 'party' instead of 'celebration'.

Note that the informal style sounds more like a casual conversation between friends.

Check the following:

1. Type of vocabulary used
2. Type of punctuation used
3. Use of emotive words